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OTF SERVICES FOR THE INSTRUCTOR

OTF SUPPORT STAFF

Visual aids (films only)

- production of training films/slides
- procurement/storage of commercial/government films
- projection facilities of all types

Audio aids

- tape recordings of lectures
- procurement/storage of tapes
- audio facilities of all types

Closed circuit TV

Graphics

- advisement as to types
- production of all types

Reproduction facilities

Channels for obtaining guest speakers (from outside Agency)---  
security approval

Intellofax runs

OTF REGISTRY STAFF

Training publications

- editorial assistance
- control of dissemination

Internal training

- schedules
- admissions
- prerequisites
- accreditation
- evaluation forms--dissemination
- records
- reports required

External training

- catalogues
- approved facilities and programs
- procedures and criteria for applying

Component training (accreditation of courses reports)

OTF Training Officer

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OTR LIBRARY (an OTR Branch Library)\*

Reference  
information—bibliographies

Circulation  
loans—inter-library loans

Selection and Acquisitions  
Training Branch Library Book Collection  
OTR book acquisition

25X1A6a

OTR support  
[REDACTED]—JOT—Document scanning and distribution

Special Research Aids Available  
NIS collection  
OCI handbooks  
New York Times  
Government documents file  
USIB document file  
Book and periodical indexes

\*See also the IAS Library for language and area publications.

OTR PLANS AND POLICY STAFF

Educational Specialist  
Consultation on all aspects of training including:  
Audio-visual education  
Course and curricula planning and organization  
Instructional methods and techniques  
Student, instructor, and course training materials  
Evaluation of student and instructor effectiveness  
Evaluation of course effectiveness  
Monitoring of training courses with suggestions for improvement

Education Committee  
Training problems common to all or most OTR schools and programs

Liaison with other Agency components

Policy and planning guidance  
Staff studies and surveys as a function and guide to planning

OTR ASSESSMENT AND EVALUATION STAFF

Testing capabilities—batteries

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Assessment of individuals  
job assignments  
criterion to enter training courses

Psychological services

Consultation on evaluation and testing methods and procedures

Test and assessment evaluation

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